

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: July 6, 2022

Closing Date: July 15, 2022

LEGAL ADMINISTRATIVE SPECIALIST

Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas), Kent County

Job Responsibilities and Duties:

This Legal Administrative Specialist is needed to provide clerical/administrative support to Deputy Attorneys General prosecuting crimes in the Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas), in Kent County. In addition to general administrative support, duties are to include copying, data entry, setting up files, running criminal record checks, typing various information; requesting reports, collating information, and coordinating scheduling, answering discovery, managing calendars, filing documents and preparing subpoena lists and additional duties as may be assigned. To assist the attorneys this Legal Administrative Specialist will be asked to take files/documents or pick up from the Courthouse as needed. This position will also be part of the rotation schedule as back up coverage to the main Receptionist in the event of an absence.

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Minimum Qualifications:

- Must be detail-oriented, well organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witness, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.